



Department of Corrections
NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL

Chapter 3, Article 8,
Leave Credit and Overtime Management

**Transmittal
Letter Number:**

Revision Date:

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding the adoption of new Article 8, Leave Credit and Overtime Management into Chapter 3.

Leave Credit and Overtime Management, under the new article, outlines policy and procedures in sick, vacation and holiday leave and overtime management within the department. The article contains policy, goals, definitions and specific procedures for CDC employees to follow in these areas.

Specifically, all CDC employees have the responsibility to manage and maintain sick, vacation and holiday leave in accordance with the provisions of this article. Requesting, approving, and tracking leave credits are some of the procedures addressed in this policy.

Overtime Management specifically provides the guidelines necessary for CDC appointing authorities, managers and supervisors in order to keep overtime staff at a minimum. The article outlines the responsibilities in all aspects of this area.

Holders of the DOM shall maintain this transmittal letter and utilize the information contained in this document until it is incorporated into the next updated DOM. Please direct any inquiries regarding this transmittal letter to Rick Grenz, Chief, Regulations and Policy Management Branch, at (916) 324-4331.

TERESA ROCHA
Chief Deputy Director
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Attachment